

Getting started with RDA Toolkit in Cataloger's Desktop



Cataloger's Desktop subscribers who also subscribe to **RDA Toolkit** are able to access *Resource Description and Access* (RDA) as a part of their Cataloger's Desktop work environment. If you wish to use RDA within Cataloger's Desktop, you must first subscribe to RDA at <http://www.rdatoolkit.org/subscribe>.

Setting General Preferences

Once you have an RDA Toolkit login, you will need to set your Cataloger's Desktop Preferences to allow you to use RDA seamlessly within Cataloger's Desktop.

Steps:

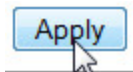
1. After you have logged in, click **Preferences** on the ribbon.



2. Click **RDA preferences** and enter your RDA username and password.

A dialog box titled "RDA preferences". It contains two input fields: "RDA Username" with the text "username" and "RDA Password" with masked characters "••••". To the right of the fields is a help icon and the text "RDA: Enter your Note: If you do not". A mouse cursor is pointing at the password field.

3. Click the **Apply** button.

A dialog box with a light gray background and a dark border. It contains the following text: "To access the content you've requested, you must be logged into the RDA Toolkit." followed by "If you have an active subscription or trial: Enter your user name and password and click Login." Below this are two input fields, one with "abcd" and the other with "Enter Password...". To the right is a red "Login" button. Below the input fields is red text: "Unsuccessful Authentication. Please re-enter user name and password." followed by "Or your subscription or trial may have expired. If you need to re-subscribe, then visit [www.rdatoolkit.org/subscribe](\"http://www.rdatoolkit.org/subscribe\") for more information." At the bottom, it says "If you currently have an active subscription or trial and believe you've received this message in error: Please contact us for assistance via the [RDA Toolkit Support Center](\"http://www.rdatoolkit.org/support-center\")." To the right of this text is a red "Close" button.

If you see the dialog box above when trying to display RDA, follow the instructions on **Processing RDA Toolkit Cookies** on page 3 of this document.

Adding RDA to your “Contents My Resources”

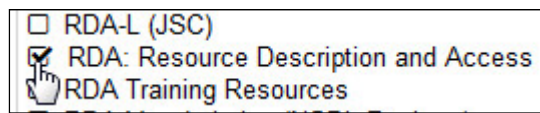
If you wish to routinely consult RDA, you will want to add it to your list of preferred resources.

Steps:

1. After you have logged in and displayed your resources and/or searched, click **Preferences** on the ribbon



2. Click the **Table of Contents preferences** and scroll down to **RDA: Resource Description and Access** and click the checkbox next to RDA. Now select **Apply**.



3. When you click **Contents** on the ribbon and select **My resources** RDA will now be on the list.



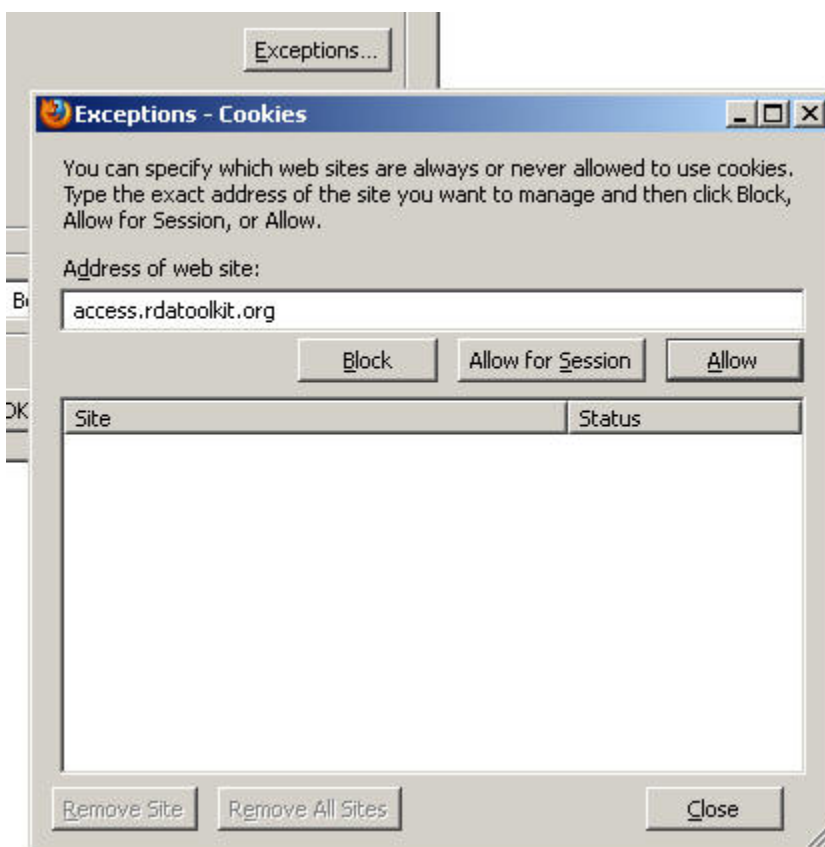
4. See the other At-a-Glance guides for help on using Cataloger's Desktop at: <http://www.loc.gov/cds/desktop/training/>.

Processing RDA Toolkit Cookies

If you followed instructions 1-4 on page 1 of this document and nevertheless received an extraneous *RDA Toolkit* login request as seen in the middle of page 1, follow either Procedure A (for Firefox) or Procedure B (for Internet Explorer) below.

Procedure A (for the current release of Firefox)

1. Select the **T**ools pull-down menu and choose **O**ptions.
2. Across the top of the Options dialog box are a number of categories: General – Tabs – Content – etc. Select **P**rivacy.
3. Under **P**ermanent Private Browsing mode is a check-box selection: **A**ccept cookies from sites. Click the **E**xceptions... button next to this category.
 - a. If your version of Firefox does not have this option, click **R**emember history. When the dropdown menu appears, select **U**se custom settings for history. Now click the **E**xceptions ... button.
4. Type the following into **A**ddress of website: access.rdatoolkit.org



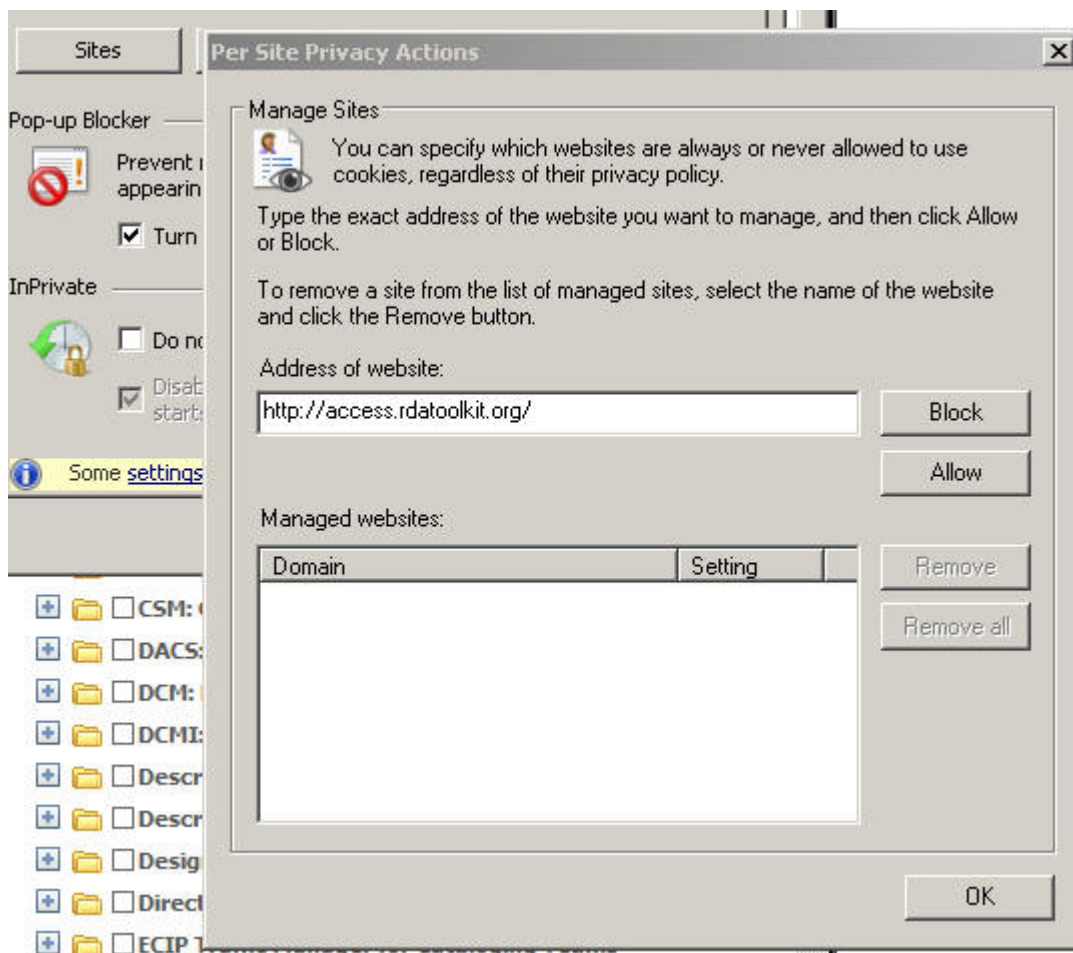
5. Click the **A**llow button immediately below the **A**ddress of web site: box. Now click **C**lose .
6. Click the **O**K button on the Options dialog box.

You should now be able to use RDA within your Cataloger's Desktop session.

Processing RDA Toolkit Cookies

Procedure B (for the current release of Internet Explorer)

1. Select the **Tools** pull-down menu and choose **Internet Options**.
2. Across the top of the Internet Options dialog box are a number of categories: General – Security – Privacy – etc. Select **Privacy**.
3. Click the **Sites** button in the middle of the dialog box.
4. Type the following into **Address of website:** <http://access.rdatoolkit.org>



5. Click the **Allow** button to the right of the **Address of website:** box. Now click **OK**.
6. Click the **OK** button on the Internet Options dialog box.

You should now be able to use RDA within your Cataloger's Desktop session.